

29 JUN 1979

MEMORANDUM FOR: Director of Personnel

FROM : Don I. Wortman
Deputy Director for Administration

SUBJECT : Reorganization of the Office of the
Deputy Director for Administration

1. On 14 June 1979, two changes in the organizational structure of the Office of the Deputy Director for Administration became effective. One of these changes is intended to provide for a management analysis and planning capability to supplement the functions of the Budget Staff and the Management and Assessment Staff. This change results in the creation of the DDA/Management Staff (DDA/MS). The other is intended to reflect more realistically the Agency-wide nature of the information services responsibility. This change results in the establishment of the Information Services Staff (ISS) as a separate organizational element in the Administration Directorate and the establishment of a new career sub-group, MI. This Staff will, organizationally, be equivalent to the eight Offices in the DDA.

2. Attached as Tab A is a paper detailing the action required by Personnel Management and Compensation Division to effect these changes. Since these new staffs are already functioning, please amend the Staffing Complement as requested as soon as possible. The majority of positions are being moved at the current grade. In those cases where upgrading is indicated, appropriate downgradings have been made to compensate for points.

3. Attached as Tab B is a listing of positions identified for abolition as a result of the FY-79 reductions. These positions should be removed from the Staffing Complement simultaneously.

Distribution:

Orig - Addse.

1 - DDA subj

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① - C/ISS

1 - CMO/DDA

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DON WORTMAN

Don I. Wortman

25X

WARNING: NO
DISSEMINATION
OF THIS INFORMATION
TO UNAUTHORIZED PERSONS

25X1

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Next 6 Page(s) In Document Exempt

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ORGANIZATION

12 July 1979

ST

ANNOUNCEMENT OF ORGANIZATIONAL CHANGES

1. Effective 14 June 1979, the Information Systems Analysis Staff and the Information and Privacy Staff were combined into the Information Services Staff, established as a separate organizational element in the Directorate of Administration. Concurrently a new career sub-group was established. On the same date, the position of Assistant for Information, DDA was redesignated Chief, Information Services Staff.

2. [] is Chief, Information Services Staff, and [] is Deputy Chief. The Chief, Information Services Staff retains all the authorities and responsibilities held as Assistant for Information.

3. The Information Services Staff is composed of the following components:

a. The Records Management Division, which directs the Agency records management program and is responsible for the Agency classification program as required by Executive Order 12065.

b. The Information and Privacy Division, which receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of Executive Order 12065.

c. The Classification Review Division, which manages the Agency program for systematic classification review under Executive Order 12065.

d. The Regulations Control Division, which directs and monitors the processing, coordination, and publication of Agency regulatory issuances.

DON I. WORTMAN
Deputy Director
for
Administration

DISTRIBUTION: AB

INFORMATION SERVICES STAFF

STAFF NOTICE

22 August 1979

Change of Career Service Designation

In early September, it is expected that the Office of Personnel will have completed the establishment of the ISS positions in the Agency table of organization. At that time, we will be able to prepare ISS personnel actions against these positions and change the career service designation of employees who are now assigned to ISS. When I met with you in the auditorium for the ISS organization briefing, I advised you that we would have an "open" period of up to one year for employees to determine if they wanted to become members of the MI Career Service. That commitment is still valid. Notwithstanding this "open" period, however, we need to move ahead with the conversion of ISS employees to the MI Career Service as soon as possible. It is believed that the majority of ISS employees have already made a decision as to whether they wish a change in their career service designation. Accordingly, it is requested that all employees who have decided to enter the MI Career Service please make this known officially by completing and returning the attached form indicating your decision. This form should be signed by the employee and will become part of the record in the individual's personnel file.

Conversely, for those employees who wish to retain their present career service designation and treat their assignment to ISS as a rotational tour, this form will serve as your formal declaration that no change is desired. Thus, we will be in a position to work with representatives of your home office in negotiating the terms of your continued assignment to ISS and a date at which you will be expected to return to your career service component.

For those employees who need more time to consider conversion to the MI Career Service or who feel they have a special situation which they would like to discuss, it is requested that you get in touch with the Deputy Chief, Information Services Staff at your convenience. We have no intention of foreclosing on the one year "open" period; however, in order to complete the organization of ISS and begin to function as a career service entity, we need to change the career service designations of all those employees who have already made a determination to join our new organization.



Chief

STAT

MEMORANDUM FOR: Chief, Information Services Staff

FROM:

(Name and Employee Number)

SUBJECT: Membership in the New MI Career Service

REFERENCE: ISS Staff Notice dated 22 August 1979,
Change of Career Service Designation

☐

Yes, I wish to join the new MI Career Service.
Please change my career service designation
accordingly.

☐

No, I do not wish to join the MI Career Service.
I wish to continue my membership in the _____
Career Service and consider my present assign-
ment as a rotational tour with ISS until
_____, subject to approval.
(date)

☐

I wish to defer decision on joining the new MI
Career Service pending further consideration,
and will contact the Deputy Chief, ISS for
discussion of this matter by 14 September 1979.

(Employee)

(Date)

Sept 79

INFORMATION SERVICES STAFF (ISS)

Overall Functions

Responsible for planning and managing the Agency Records Management Program, coordinating and responding to public requests under the Freedom of Information and Privacy Acts, implementing Executive Order (E.O.) 12065 concerning national security classification and declassification of Agency records and other information, and maintaining the Agency regulatory system.

Office of the Chief

Designated Agency Security Classification Officer, Agency Declassification Officer, Agency Records Management Officer, Agency Archivist.

Responsible for liaison with the National Archives and Records Service and Office of the Federal Register.

Serves as Head of the MI Career Service; DDA representative to the Public Affairs Advisory Group and Publications Review Board; Executive Secretary of the Information Review Committee (IRC); Chairman of the IRC Working Group; DCI representative on the Interagency Information Security Committee; and Agency's focal point for contact with the Information Security Oversight Office.

CLASSIFICATION REVIEW DIVISION

Manages the Agency program for systematic classification review under E.O. 12065; establishes systematic classification review guidelines; develops and implements systematic classification review procedures; prepares classification guides in coordination with other Agency components; maintains liaison with other U.S. Government agencies concerning systematic review of permanent records over which they or the Agency have classification jurisdiction.

INFORMATION AND PRIVACY DIVISION

Receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of E.O. 12065; assigns records search and/or review tasks to appropriate Agency components; processes appeals on denied requests; conducts liaison with other Government agencies regarding the processing of requests; and prepares reports for Congress or other Governmental elements as required by law or Executive Order.

REGULATIONS CONTROL DIVISION

Directs and monitors the processing, coordination, and publication of Agency regulatory issuances; works directly with initiators and coordinators of regulatory issuances to resolve substantive differences; and prepares coordinated regulatory issuances for the DCI, DDA, or DDO approval.

RECORDS MANAGEMENT DIVISION

Provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; facilitates the segregation and disposal of records of temporary value; and is responsible for the Agency Security Classification Program under E.O. 12065.

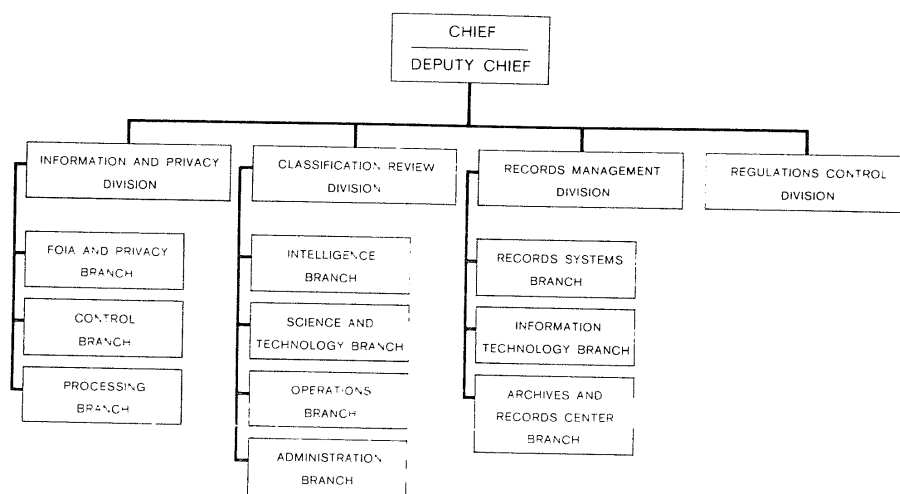
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ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

Revised: 4 September 1979

INFORMATION SERVICES STAFF

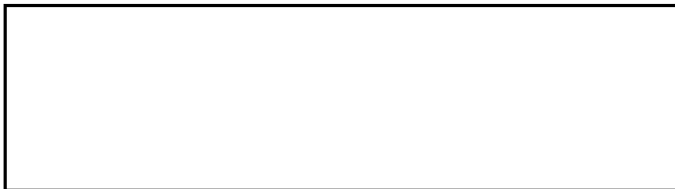


ORGANIZATION

CAREER MANAGEMENT POLICY AND PROCEDURES

MI CAREER SERVICE

STAT



HEAD, MI CAREER SERVICE

9/18/79
DATE

CAREER MANAGEMENT POLICY AND PROCEDURES
INFORMATION SERVICES STAFF

I. POLICY

In accordance with the guidance and authorities set forth in Agency regulations, the following career management policies and procedures are established for the Information Services Staff, (ISS).

A. Selection into the MI Career Service (Information Services Staff) will be based on a determination of the best interests of the Staff and of the individual. Selection of individuals for clerical positions requires approval of the Division Chief. Selection of individuals for professional positions through grade GS-14 requires approval of the Chief or Deputy Chief, Information Services Staff. Selection of individuals for assignment to positions graded GS-15 and above will be made by the Chief, ISS.

B. Professional members of the MI Career Service will be evaluated competitively on the basis of performance and demonstrated potential to perform effectively at or beyond the next higher grade. Comparative rankings will be made at least annually according to the individual's overall value to the service. Secretarial and clerical members of the MI Career Service will not be competitively ranked,

but will be evaluated within the staff performance evaluation system.

C. Promotions will be made in accordance with the uniform promotion policy of the Agency. Approval of MI Career Service personnel for promotion will be made by the Chief, ISS as Head of the MI Career Service, based upon Career Board recommendation and overall availability of ISS headroom. Exceptions to Board promotion recommendations through GS-14 will be fully documented as to the reasons, approved by the Head of the Career Service, and reported to the Board concerned. Exceptions to Board promotion recommendations to GS-15 and up will be forwarded to the DCI/DDCI for resolution. The Director of Personnel Policy, Planning, and Management is to be advised of all exceptions in order to monitor them and semi-annually to submit an analysis of these exceptions to the DCI/DDCI. Employees in grade GS-15 or above will be evaluated and ranked by the Chief and Deputy Chief, ISS. The ISS Senior Career Board will evaluate and rank professional and clerical employees in grades GS-08 through GS-14. The ISS Secretarial/Clerical Career Board will evaluate clerical employees at grades GS-07 and below.

D. There will be no minimum time-in-grade criteria for promotion eligibility. However, Career Boards will establish general promotion guidelines that will be followed unless

circumstances warrant other action. In order for individuals to be considered for promotion, the most recently required fitness report must be completed and available for Career Board review at the time of its meeting. Promotion recommendations will be submitted by memorandum directly to the appropriate Career Board Chairman by Division Chiefs. Career Boards may initiate promotion actions based upon a competitive evaluation finding of all eligible employees in the grade category.

E. No individual will be criticized or penalized in any way for exploring opportunities for reassignment within or outside the Information Services Staff. When resignation or transfer has been decided upon, a firm date should be discussed and agreed upon by the individual and the chiefs of the gaining and losing components. Supervisors are obligated to counsel their employees on career possibilities and to assist those who feel a change is desirable. The ISS Personnel Officer also will provide counseling and assistance as needed.

F. Position vacancies normally are filled competitively on the basis of experience, ability, potential and past performance. The Career Board will be responsible for planning and recommending assignments, subject to approval of the Chief, ISS, that will promote the career development of the employee in preparation for increased responsibilities. Moreover, some MI Career Service positions may be reserved for rotational assignments of other careerists. The existence of a position vacancy or staffing requirement in an ISS component normally will be advertised in writing throughout the Staff. In this way, individuals who believe they are qualified will be given the opportunity to apply for the vacant position.

G. Supervisors will prepare a fitness report on each career employee at least annually in accordance with the schedule set forth in Agency regulations. Employees will be shown all entries in the fitness report except when unusual circumstances preclude it. In such circumstances, the supervisor will fully explain the reasons in the report. When a supervisor perceives employee deficiencies, discussions toward improvement should be held promptly and not delayed pending completion of a fitness report. Discussions of serious deficiencies that may affect retention of an employee in the MI Career Service should be recorded and the employee given a copy. If deficiencies not previously discussed with an employee are recorded in a fitness report, a comment should be included as to why such discussion was not held.

H. Employees are encouraged to seek appropriate training to upgrade skills applicable to the current assignment and, as appropriate, for the long-term enhancement of ability to undertake assignments of greater responsibility.

I. Grievances will be considered impartially. Grievances not related to equal employment opportunity will be handled in accordance with established grievance procedures. Complaints of discrimination based on race, color, sex, religion, age, or national origin will be handled through the EEO process.

J. Employees are encouraged to submit constructive suggestions to improve any element of staff policy, procedure, or activities, and to discuss their suggestions with their supervisors and appropriate staff officials.

K. The Information Services Staff is actively involved in various programs involving the Agency that make awards in recognition of exceptional contributions or accomplishments. Such awards, as outlined in the regulations, include honor, merit, and service awards; suggestion, invention, special achievement, and exceptional accomplishment awards; and public service awards. Individuals at all grade levels may be eligible to receive such awards.

II. CAREER BOARDS

A. ISS Senior Career Board

1. The ISS Senior Career Board is composed of the following members:

Deputy Chief, Information Services Staff	Chairman
Chief, Records Management Division	Member
Chief, Information and Privacy Division	Member
Chief, Classification Review Division	Member
Chief, Regulations Control Division	Member
Personnel Officer	Executive Secretary

2. In addition to responsibilities for evaluating and ranking individuals as set forth in section I, the ISS Senior Career Board will:

a. Provide an overview of all personnel, manpower, and career management matters affecting the Staff and members of the MI Career Service.

b. Advise the Chief, Information Services Staff on career management matters.

c. Evaluate the career potential of each professional member of the MI Career Service (except Board members), and provide recommendations to Chief, ISS on recruitment, assignments, training, and separation.

d. Upon request by an employee or the employee's Division Chief, evaluate a possible reassignment or change in work assignment and take appropriate action, or recommend appropriate action where authority of the Board does not reach.

e. Assume responsibility for guiding affirmative action programs and periodically review staff accomplishments and achievements in promoting equal employment opportunity.

f. Concern itself with the needs of non-MI Career Service personnel on rotational assignment to the Staff, and make appropriate

recommendations to their own Career Service.

3. The ISS Senior Career Board will meet monthly or as frequently as required. The Chairman of the Board will approve all Board actions involving MI Career Service personnel or MI Career Service positions. The Chairman may delegate any portion of this responsibility to another ISS Senior Career Board member, or the Executive Secretary if it is determined that such delegation is warranted.

B. Secretary/Clerical Career Board

1. The ISS Secretary/Clerical Career Board is composed of the following members:

Executive Officer	Chairman
Records Management Division Representative	Member
Information and Privacy Division Representative	Member
Regulations Control Division Representative	Member
Classification Review Division Representative	Member
Personnel Officer	Executive Secretary

2. In addition to responsibilities for evaluating individuals as set forth in section I, the ISS Secretary/Clerical Career Board will:

a. Concern itself with personnel and career management matters that particularly

affect clerical personnel of the MI Career Service.

b. Advise the Chief, Information Services Staff on personnel and career management matters relating to clerical personnel of the MI Career Service.

c. Monitor the career development of each clerical member of the MI Career Service and provide recommendations to Division Chiefs on recruitment, assignments, training, and separation.

d. Coordinate with the ISS Senior Career Board on affirmative action programs that promote equal employment opportunity for clerical personnel.

3. The ISS Secretarial/Clerical Career Board will meet monthly or as frequently as required. The Chairman of the Board will approve all Board actions involving MI Career Service personnel.

4. Recommendations for promotion to grades GS-08 and below may be forwarded at any time to the Executive Secretary when the Division Chief considers such action appropriate. The Board will act on promotion recommendations at the next meeting following their receipt.

III. EVALUATION PROCESS

A. Purpose

The purpose of the evaluation process is to measure the performance and potential of employees in relation to established criteria to assist management in recommending promotions, assignments, and training. The evaluation process also aids in identifying individuals whose performance suggests a need for improvement, and also aids individuals in their own career planning and self assessment.

B. Elements of the Evaluation Process

1. Evaluation results will consist of (a) numerical rankings of individuals according to their overall value to the Career Service under five categories, (b) a promotion list, and (c) narrative comments on each individual to include strengths, weaknesses, proposals for career development, recommended training and assignments, and other items that may assist in career counseling. The five evaluation categories are as follows:

GROUP 1: Demonstrated Highest Potential (HP)

Individuals whose demonstrated performance is

noteworthy and who function consistently at a level significantly superior to others of their grade. Individuals in this category possess exceptional judgment and perspective, have outstanding qualifications, and consistently display exceptional initiative. They are clearly able to assume greater responsibility immediately because of their promotability or obvious potential for growth.

GROUP 2: May Develop High Potential (MD)

Individuals whose demonstrated performance is strong and who currently function at a level above most others of their grade. Individuals in this category possess excellent judgment and perspective, have above average qualifications, and display initiative most of the time. With experience or training, they can be expected to move easily into positions of greater responsibility. Their growth potential is clearly above average.

GROUP 3: Valuable Contribution (VC)

Individuals who are turning in a good, solid performance. They demonstrate good judgment and reasonably broad job perspective, and their qualifications

are consistent with their job. They demonstrate satisfactory ability to act on their own initiative, with only moderate supervisory guidance. Their promotability or growth potential is clearly a function of increased experience, training, and broadening.

GROUP 4: Limited Potential (LP)

Individuals in this category perform adequately under frequent supervision. Although overall performance normally is adequate, upon occasion they may show poor judgment or lack of perspective. Their qualifications are generally consistent with their job. Individuals in this category either rarely demonstrate initiative or, when they do, must clearly be supervised to channel it properly. They presently are not promotable, but could be with acceptable response to supervisory counseling and training, and after a period of consistently proficient performance.

GROUP 5: Substandard (SS)

Individuals in this category presently are doing poorly. Their performance is less than adequate and work performed frequently must be redone or reassigned. Such individuals display poor judgment and perspective. They either lack

appropriate qualifications or fail to apply their ability to the job at hand. They rarely demonstrate initiative and are clearly not promotable. Their growth potential is severely limited.

2. In evaluating individuals, Board members should remember that the MI Career Service will benefit from the advancement of those who display initiative, creativity, and leadership. Board members should be particularly alert to identify those who display good managerial capabilities to organize and direct groups with diverse talents toward accomplishing common objectives. A key criterion in determining an individual's suitability for promotion is the ability and potential shown to perform at the next higher grade level. Moreover, Board members should assess the individual's intellectual honesty and integrity, dependability, and ability to work harmoniously and effectively with others. Board members also must ensure that MI careerists on extended training or on temporary assignment outside the MI Career Service are not placed at a disadvantage in the rankings because of their absence.

3. The Personnel Officer, Information Services Staff, will provide Board Chairmen with a list of individuals to be evaluated, their personnel files, and current fitness reports.

4. Board Chairmen are authorized to request additional information from component heads and supervisors concerning employee performance and potential not clearly reflected in records available to the board. Such requests will be honored promptly. Documents accumulated as a result of these requests will be considered working papers to be retained for no more than two years as part of the Career Board records. Such worksheets, notes or memoranda will not be incorporated into individual personnel files.

5. The number of individuals who may be promoted will be limited by the total available headroom within the Staff. If headroom exists, employees may be promoted one grade above the authorized grade of the position to which they are assigned. Individuals promoted on this basis will be reassigned to a previously identified position at the higher grade within one year, or as provided for in the regulations.

6. The Executive Secretary of each Career Board will provide the Chief, ISS with a complete copy of the Board's evaluation of the individuals under review, and will provide each Division Chief with the results concerning members of their Division. Individuals have the right to know their standing in the evaluation and may consult either with the Executive Secretary, the Board Chairman or any Board Member.

7. Where competitive evaluation is required, Board Members may use the suggested evaluation form provided in the attachment.

IV. SURPLUS PERSONNEL

Agency regulations require differentiation between individuals considered for separation because of substandard performance and those who are surplus because their skills or functions no longer are required. Boards should identify and recommend action for individuals who (1) are potentially surplus because their skills are no longer required, (2) are involved in functions to be reduced or eliminated, or (3) cannot be flexible with respect to assignment if such flexibility is required. Individuals who have reasonable prospect for reassignment or advancement without retraining should not be identified as surplus.

V. ASSIGNMENT PREFERENCE

A. Each member of the MI Career Service will be given opportunity at least annually to record his or her preference for future assignments and training. An assignment preference form (attached) for this purpose will be maintained by the ISS Personnel Officer. Upon completion, the form should be returned through supervisory channels to the Personnel Officer. The completed form will be used by the Career Boards in carrying out their responsibilities concerning employee assignments and training.

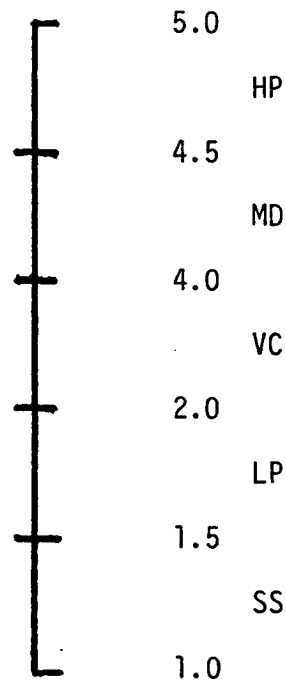
B. If an individual desires permanent assignment outside the MI Career Service, he or she may so indicate by using the form provided or by forwarding a memorandum to the ISS Personnel Officer through administrative channels. The Administrative Staff will explore all possibilities for reassignment and assist the individual in every appropriate way to achieve the desired goal.

VI. PROMOTION OF ROTATIONAL PERSONNEL

Promotion recommendations for non-MI Career Service personnel serving in ISS will be directed to appropriate officials of the parent components. Such recommendations should be submitted through the Chairman, ISS Senior Career Board for concurrence. Appropriate follow-up will be taken to ensure response.

SCORING

- 1 - Enter an X in the appropriate column for each of the five items.
- 2 - Compute a column sum for each column by multiplying the column point heading by the number of X's in the column.
- 3 - Compute an overall score by totaling the column sums and dividing the total by 5. Express the result to the nearest tenth.
- 4 - Covert the overall score to a performance category group by use of the following scale:



SUGGESTED EVALUATION WORKSHEET

	<u>Outstanding</u>	<u>Strong</u>	<u>Proficient</u>	<u>Marginal</u>	<u>Unsatisfactory</u>
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
Job Performance					
Judgement/Perspective*					
Experience/Education*					
Initiative					
Promotability/ Growth Potential	_____	_____	_____	_____	_____

COLUMN SUMS

OVERALL SCORE

* Choose whichever basis is preferred by the rater with respect to the person being rated.

HEADQUARTERS REASSIGNMENT QUESTIONNAIRE

NAME _____ GRADE _____

CURRENT OFFICE OF ASSIGNMENT: _____

1. Please check which of the following you wish to be considered for:

_____ Remain in current office of assignment

_____ Reassignment within your Division

_____ Reassignment within ISS

_____ Reassignment into another Directorate

COMMENTS:

2. Advise if you have any interest in another area of the MI career service; e.g., rotational assignment from a Records Admin Officer position to an Intelligence Officer-Classification position, etc.

3. Note any training which you feel would be beneficial to your career development. If known, identify courses by title.

4. Please describe any special circumstances which should be considered in reassignment.

5. Supervisor's review and comment:

Signature

Date

Return to: Personnel Officer
DDA/ISS
5B2830 Headquarters

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Officer, Information
Services Staff, DDA
5B2830 Headquarters

EXTENSION

NO.

ISS 80-054

DATE

17 January 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADDA

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

Attached is the requested
copy of the Information Services
Staff organization chart, including
the following information:

(1) Number of positions
in each Division and front
office; and

(2) Names, position and
grades of Chief, Deputy, and
Division Chiefs.

Attachment

EO/ISS/[]:mes (17 Jan 1980)

Distribution:

Original - Addressee w/att

1 - ISS Subj w/att

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